**Computer 7 Syllabus**

**School Mission Statement**

The mission of Guardian Angels Central Catholic School is to prepare all students to reach their fullest potential by learning and leading through Christ.

**Teacher Information**

Tina Gentrup

Computer Instructor Grades PK-8

Guardian Angels Central Catholic School

Guardian Angels Computer Lab - Room 23

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**Course Name**

Computer 7

**Course Description**

In this course, students will learn how to use the Windows operating system and proper file management. Microsoft Office will be used to learn skills in word processing (Formatting characters and paragraphs in documents), spreadsheets (Editing and formatting worksheets) and creating presentations (Editing and enhancing slides).

**Course Information**

This class meets every day for a quarter in the Guardian Angels Computer Lab.

Computer 7A – Quarter 1

Computer 7B – Quarter 2

**Teacher Beliefs**

* I believe all students can be successful in school.
* I believe all students can learn the necessary skills to use computers/technology effectively in their learning.

**Course Goals**

* Students will learn to set Internet options for effective use of Sycamore.
* Students will learn proper file management skills.
* Students will learn effective skills in using Microsoft Word.
* Students will learn effective skills in using Microsoft Excel.
* Students will learn effective skills in using Microsoft PowerPoint.

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**Classroom Supplies**

**USB Flashdrive** - You will save your work to the school’s server, however you will need a USB flashdrive to back up your files.

**Policies**

**Daily Lessons/Activities:**  I will post my lesson plan for each computer class. The assignments that go along with the lesson plan will be posted on the calendar.  Remember, lesson plans are always subject to change! I adjust my lesson plans according to the needs of my students in each class.

**Absenteeism**

* When a student is absent, he/she is responsible for making up work. Ordinarily if a student is ill he/she will be allowed one day to make up work for each day’s absence. If a student misses for any other reason, work is due when he/she returns. Assignments are to be completed prior to leaving for school activities.
* However, since most students may not yet have Office 2010 on their home machines, the work then is required to be completed on the school computers, but every effort on the student’s part must be made to complete assignments past due in a timely manner.

**Grading Policy and Scale**

I grade my assignment by points, which includes the number of steps taken to complete a particular assignment.

One to three points may be subtracted from an assignment when it applies.

* **Late Work** - One point may be subtracted if your work is late. I will mark that assignment as a missing assignment/s with a zero until those assignments are completed and handed in.   All assignments are to be completed in class. When multiple assignments are given, the last one or two may be finished in the next class as long as you are using your time wisely. Otherwise, it will be considered late.
* **Spelling/Grammar Errors** - One point may be subtracted if you have spelling or grammars errors on assignments that require typing. The important skills of using the Spelling and Grammar Checker as well as proofreading your work, will greatly improve the accuracy of your work.
* **Header** – One point may be subtracted if you are missing a proper header. I would prefer that you type your header, but if it is already printed, write it in pencil or pen. A header should include your name and date. If a header is part of the assignment follow the directions as necessary to complete the assignment accurately.

\*If your grade average is below 69%, assignments may be redone to bring up your average.

**Central Catholic Grading Scale**

A/A+ = 95-100 (4.0)

A- = 93-94 (3.7)

B+ = 91-92 (3.3)

B = 88-90 (3.0)

B- = 86-87 (2.7)

C+ = 84-85 (2.3)

C = 80-83 (2.0)

C- = 78-79 (1.7)

D+ = 76-77 (1.3)

D = 72-75 (1.0)

D- = 70-71 (0.7)

F = 69-0 (0.0)

**Extra Help for Students**

I encourage all students who feel they need extra help to come talk to me, pass me a note or email me. I will make every effort to give them the help they need to be successful in this class. If a student needs more time to complete an assignment, they are able to come to the computer lab during their study hall, before or after school. Students need to see the teacher to make these arrangements. Students may also be given the choice from the teacher to complete the assignment at home if they have Office 2010.

**Computer 7 Acknowledgement Form**

I have read and understood the Computer 7 class procedures, policies and requirements provided to you in the Computer 7 Syllabus.

**Student Signature Date**

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**Parent Signature Date**

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